



The Forks Market Maintenance Technician

Positions Available: Permanent, Full-Time

Compensation: Salary based on experience + Commuter and Group Benefits

Start Date: As soon as possible – interviews begin March 1, 2024

Application Closing Date: February 15, 2024

The Forks North Portage Partnership is looking for customer service focused individuals who share a love for our community. We are home to an extremely fast paced, fun and welcoming environment, that fosters growth and encourages creativity.

The Forks Market Maintenance Technician will work with the Maintenance team to support with the operations of our Forks site buildings. This person will be “on the ground” with front-line teams, to ensure our visitors experience a clean, safe and welcoming site. If you are eager to build genuine connections and to work with a diverse team of fun and friendly individuals, we encourage you to apply.

Job Requirements:

- Must be able to clearly communicate in English with building tenants, team members, and supervisors. Clear communication is crucial for understanding and addressing maintenance needs.
- No work experience required. Training will be on site with our Maintenance team.
- Basic knowledge in minor maintenance duties
- Experience using basic hand and power tools
- Efficient time management to prioritize tasks
- Ability to work 8 hours on your feet indoors and outdoors, in a variety of weather conditions, including heat, rain, and cooler temperatures
- Able to lift up to 50 pounds

Duties and Responsibilities:

- Provide excellent customer service to building tenants and visitors, welcoming questions or concerns professionally
- Communicate issues to maintenance supervisor promptly and prioritize tasks
- Preventative maintenance in the building
- Repair or replace defective equipment using hand tools
- Janitorial tasks such as sweeping, mopping, waste disposal, etc.
- Seasonal maintenance such as shoveling, painting, etc.
- Assist in installation and maintenance of new equipment and fixtures
- Ensure a safe and functional environment for Forks Market tenants and visitors
- Assist with setup for events

Please apply with a cover letter and resume to jobs@theforks.com. We thank all applicants; however only those selected for further consideration will be contacted.

The Forks is the city's meeting place, open and accessible to all. We want our team to be reflective of the community we are honoured to call home. We are actively seeking a diverse mix of talented people who want to do their best work.

As an employer, The Forks North Portage is focused on equality and inclusivity in our hiring practices. We support diversity of race, gender, sexual orientation, physical or mental ability, religion, ethnicity, and nationality. We strongly encourage those who identify as BIPOC and/or 2SLGBTQ+ to apply.